ITS *Mississippi Department of*
Information Technology Services

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RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 3598 for the Mississippi Department of Finance and Administration (DFA)

From: David L. Litchliter

Date: February 9, 2010

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Melinda Simmons

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RFP Number 3598 is hereby amended as follows:

1. **Section VII Technical Specifications, the following specification has been modified:**

    6.6 The Vendor must be the authorized owner of the software (i.e. third-party resellers are not allowed) used to meet the core functions required of the MAGIC system. For purposes of this RFP the core functions are defined as Finance, Procurement, Human Resources, and Payroll.

2. **Section VII Technical Specifications, the following specifications have been added:**

    6.16 Upon proposal submission, the State's intent is to begin individual concurrent contract discussions with all qualified Vendors in order to have agreed-upon contracts by the time the evaluation process has been completed.

    6.17 There must exist a signed written statement of intent to execute the Agreement as negotiated between the Vendor and the State before the request to award and contract are taken to the ITS Board for approval.

    6.18 Upon being chosen as the awarded Vendor, Vendor must agree to make his responses to the Technical and Functional Requirements available to potential implementation services vendors without further notification.

3. **Section IX References, the following specification has been added:**

1.3 If the Vendor proposes a software solution that includes a third-party product(s), a reference must be provided where the base ERP software has been implemented with the proposed third-party product(s).

The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question 1: Is this a new requirement for the State? If not which vendor(s) currently provides these services?

Response: **The State currently uses a mix of legacy, customized applications, and ASP services to provide enterprise services to the State as shown in Exhibits B and C of RFP No. 3598.**

Question 2: How much money has the State allocated toward the ERP project?

Response: **The State secured bond funding during the 2009 Legislative Session in the amount of $7 million for start up costs. Requests for on-going funding are underway during the 2010 Session of the Mississippi Legislature.**

Question 3: Does the State of Mississippi require vendors to submit their responses to the Technical Specifications section of the RFP BOTH to Advantiv DD2 AND in hard copy (25 copies) AND in Acrobat format on CD-ROM (25 copies)?

Response: **No, responses to the technical specifications only need to be submitted through the Advantiv DD2 tool.**

Question 4: After careful evaluation of the RFP, we respectfully request a 30-day extension due to the complexity and comprehensive nature of the requirements. The additional time will allow this vendor to spend the due diligence necessary to submit a complete and quality proposal to the State.

Response: **The State will not consider a 30 day extension of the response due date.**

Question 5: Can you kindly confirm that potential sub-contractors are not required to attend the Mandatory Vendor Conference, which is mandatory for all prime proposers, i.e. proposed prime contractors from each proposal team?

Response: **The State did not require sub-contractors to attend the Mandatory Vendor Conference.**

Question 6: Can you give us a count of active State vehicles broken down by using agency please?

Response: **See Attachment A – State Vehicle Counts.**

                   Note: The agencies that have a blank in the SAAS Agency field on the report are part of the State's general fixed assets but are not under DFA's purview.

Question 7:   In Section 7, Mandatory Software Requirements, item 7.3.1 "Software Scalability" states "A large public sector organization is defined as having an annual budget (including all sources of funds – state, federal, other) in excess of $10 billion (for financial or procurement components) or more than 5,000 employees (for human resources or payroll components)."

                   Please clarify how the $10 billion requirement was established, as this is more than double the amount of the State's current annual budget.

Response: **The State's total revenues and grant monies were approximately $20 billion in each FY 2008 & FY 2009. The $10 billion dollar requirement was established to qualify vendors who have installed products in similarly sized public sector organizations.**

Question 8:   In Section 10, Item 10.5.7 states "Describe three distributed systems architecture solutions that address the technology requirements of the proposed software and provide contact information for public sector or commercial customers using each of the recommended architectures. The State desires that one of the 3 approaches includes the use of LINUX under zVM."

                   Will the State consider a proposed solution if it has not previously been deployed with the use of LINUX under zVM?

Response: **Yes.**

Question 9:   In Section 6, Item 6.6 states "The Vendor must be the authorized owner of the software (i.e. third-party resellers are not allowed.)"

                   Will the State consider a solution that is comprised of two or more vendor software components, such as financials, procurement, human resources or payroll, when the prime vendor is not the authorized owner of all proposed software components?

Response: **As described in Section VII, Item 5.1, it is the State's intent to acquire a fully-integrated, configurable software solution that supports the State's financial, procurement, grants management, human resources, and payroll requirements. Item 6.6 has been amended to clarify that the prime Vendor must be the authorized owner of the software used to meet the core functions. Furthermore, Item 6.7 states, "Vendors who are the authorized owners of multiple ERP products are only permitted to propose the single product suite they believe best meets the requirements of this RFP." Third**

party solutions will be considered to fill gaps in the prime Vendor's core software products to meet specific State of Mississippi requirements in a manner that would be more cost effective and/or technically feasible than extensive modification of the core software.

Question 10: Will you require submission of references for subcontractors that are included in our proposal?

Response: **If the Vendor proposes a software solution that includes a third-party product(s), a reference must be provided where the base ERP software has been implemented with the proposed third-party product(s). This specification has been added to Section IX References.**

Question 11: Did the State see any demonstrations of ERP software in the last 24 months?

Response: **Yes, for research and planning purposes, the State saw ERP demonstrations prior to beginning the ERP software RFP process from the following vendors:**

1. **ADP**
2. **Cogsdale / MicroSoft Dynamics**
3. **Empower**
4. **Kronos**
5. **Lawson**
6. **Oracle / PeopleSoft**
7. **SAP**

The State exchanged communications, ranging from calls to face-to-face meetings, with any vendor who expressed interest in the ERP software project or of whom the State was aware offered an ERP solution.

Please also see the following section of the ITS Procurement Handbook, titled "Marketing Activities to the State of Mississippi" in Section 021-020 Procurement Information for Vendors: http://dsitspe01.its.ms.gov/its/procman.nsf/f4ad43bd44ad9d8c86256daa0063e 1f0/0b0d27545aa6d61e86256c7c0080992b?OpenDocument

Question 12: Can you please provide the average number of employment applications received per year for all State job openings?

Response: **55,745 applications were received at the Mississippi State Personnel Board last fiscal year. The number of applications sent directly to agencies for their review and processing is not known.**

Question 13: Approximately how many employment examinations or interviews does the State process on average per year?

Response: **The State no longer administers exams for jobs. Interviews are conducted at the agency level. There are no estimates for the total number of interviews conducted by State agencies.**

Question 14: What is the required time for the State's data retention requirements?

Response: **Specific State requirements can be found within Advantiv DD2.**

Question 15: We have reviewed the State's reporting requirements located in Section VII, subsection 8.3 of the RFP. The chart indicates that "Customization" should be selected if the requirement cannot be satisfied by the proposed software through normal and expected configuration. The State then provides an example of customization which pertains to creation or modification of a (custom) report or (custom) query using the Vendor's proposed query and reporting tool.

Vendor believes that "Standard" should apply to custom reports and custom queries that (1) do not require source code customization and (2) can be configured by a functionally trained individual. In short, custom reports/queries meeting these two requirements should be viewed as a standard configuration, as opposed to a customization.

Based on Vendor's understanding as set forth above, will the State allow Vendor to indicate Standard where Vendor's software meets the two configuration criteria above?

Response: **Yes.**

Question 16: RFP Section VII.3, MAGIC Project Scope, item 3.1 states that the State expects the proposed software solution to replace and/or interface with the systems identified in 3.1.1 through 3.1.16. Per the instructions in Section VII.2, How Respond to this Section (referring to Section 3.1), item 2.3 states that a "response of "Acknowledged" should be used when no vendor response or vendor compliance is required." Please confirm that if a vendor responds "Acknowledged" to items 3.1.1 through 3.1.16 that it is a confirmation that the vendor has read the statement and not an acknowledgment to replace or interface with the systems in the aforementioned sections as part of this offering. If not just an acknowledgment that a vendor has read the Statement, please provide additional details on how the State would like for vendors to respond.

Response: **A response of "Acknowledged" to items 3.1.1 through 3.1.16 is a confirmation that the vendor has read the statement.**

Question 17: In the detailed technical matrix questions (described by section VII.8.4 in the RFP) the Support column gives three valid values: 'Will Comply', 'Exception', and 'Unknown'. Can the State give more detailed explanations when to answer

with the specific values of 'Will Comply' and 'Exception'? What is the State's requirement to be 'compliant'? Is it that the software can provide that requirement or that it can provide that requirement without customizations? For example, statement 633843 states: 'Allows authorized administrators to restrict data access for each security profile by using the following values either individually or in combination - IP address'. If this could be accomplished with a base delivered system, but would require a coding customization, would the State consider this to qualify as a 'Will Comply' or as an 'Exception'?

Response: **A response of "Will Comply" means that the software can provide that requirement without customization.**

Per the example above, the State would consider this an "Exception".
RFP responses are due March 15, 2010, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Melinda Simmons at 601-359-9535 or via email at Melinda.Simmons@its.ms.gov.

cc: ITS Project File Number 37635

Enclosures: Attachment A – State Vehicle Counts

Attachment A – State Vehicle Counts

SAAS AGENCY	AGENCY NAME	VEHICLES
051	SUPREME COURT JUDGES	1
071	ATTORNEY GENERAL	37
095	ETHICS COMMISSION	2
111	SECRETARY OF STATE	3
130	GENERAL SERVICES	37
130	OFFICE OF SURPLUS PROPERTY	4
155	STATE AUDITOR'S OFFICE	33
181	STATE TAX COMMISSION	49
185	STATE GAMING COMMISSION	55
201	DEPARTMENT OF EDUCATION	42
210	MATH AND SCIENCE	8
235	DEPARTMENT OF REHAB SERVICES	164
245	LIBRARY COMMISSION	6
247	MS ETV	30
251	INSTITUTIONS OF HIGHER LEARNING	7
	DELTA STATE UNIVERSITY	66
	MISSISSPPI UNIVERSITY FOR WOMEN	42
	MISSISSIPPI STATE UNIVERSITY	348
	UNIVERSITY OF MISSISSIPPI	296
	UNIVERSITY OF SOUTHERN MISSISSIPPI	210
	ALCORN STATE UNIVERSITY	126
	JACKSON STATE UNIVERSITY	63
	MISSISSIPPI VALLEY STATE UNIVERSITY	61
	UNIVERSITY MEDICAL CENTER	110
	MISSISSIPPI COMMISSION for VOLUNTEER SERIVCES	2
301	STATE BOARD OF HEALTH	31
371	DEPARTMENT OF MENTAL HEALTH	3
372	EAST MS STATE HOSPITAL	61
373	ELLISVILLE STATE SCHOOL	167
374	MISSISSIPPI STATE HOSPITAL	111
382	BOSWELL RETARDATION CENTER	86
384	NORTH MS STATE HOSPITAL	17
385	NORTH MS REGIONAL CENTER	135
386	HUDSPETH CENTER	83
387	SOUTH MS REGIONAL CENTER	93
389	CENTRAL MS RESIDENTIAL CENTER	16
391	SOUTH MISSISSIPPI STATE HOSPITAL	9
392	JUVENILE REHABILITATION FACILITY	7
393	SPECIALIZED TREATMENT FACILITY	6
401	AGRICULTURE & COMMERCE	118
405	DIVISION OF PLANT INDUSTRY	31
411	ECONOMIC & COMMUNITY DEVELOPMENT	13
	COOPERATIVE	18

SAAS AGENCY	AGENCY NAME	VEHICLES
	FORESTRY EXPERIMENTAL STATION	189
	FORESTRY & WILDLIFE RESEARCH LAB	67
428	ANIMAL HEALTH BOARD	30
431	FAIR & COLISEUM	11
	GULF COAST RESEARCH LAB	34
	STATE CHEMICAL LAB	4
450	DEPT OF MARINE RESOURCES	101
451	FORESTRY COMMISSION	446
454	INSTITUTE FOR FOREST INVENTORY	2
464	WILDLIFE, FISHERIES & PARKS	632
470	ENVIRONMENTAL QUALITY	184
472	GRAND GULF MILITARY MONUMENT	4
475	ARCHIVES & HISTORY	23
950	PAT HARRISON WATERWAY DISTRICT	54
486	SOIL & WATER CONSERVATION	14
970	PEARL RIVER VALLEY WATER SUPPLY	63
980	TOMBIGBEE WATER MANAGEMENT	13
955	PEARL RIVER BASIN DEVELOPMENT	6
491	OIL & GAS BOARD	11
501	INSURANCE COMMISSION	39
502	FIRE ACADEMY	23
531	PUBLIC EMPLOYEE'S RETIREMENT	4
551	DEPARTMENT OF CORRECTIONS	673
551	MAGNOLIA STATE ENTERPRISES	29
601	INFORMATION TECHNOLOGY SERVICES	5
601	ITS WCC	4
651	DEPT OF HUMAN SERVICES	35
651	MS INDUSTRIES FOR BLIND	10
671	EMPLOYMENT SECURITY COMM	14
701	MILITARY DEPARTMENT	84
711	DEPARTMENT OF PUBLIC SAFETY	812
718	BUREAU OF NARCOTICS	216
721	EMERGENCY MANAGEMENT AGENCY	72
731	VETERANS AFFAIRS BOARD	15
734	VETERANS HOME PURCHASE BOARD	2
829	MEDICAL LICENSURE BOARD	7
832	REAL ESTATE COMMISSION	2
836	MS APPRAISAL & LIC CERT BOARD	1
838	BOARD OF NURSING	4
846	PHARMACY BOARD	6
861	MEMORIAL STADIUM	1
936	PORT AUTHORITY AT GULFPORT	14
939	YELLOW CREEK INLAND PORT	2
941	HIGHWAY DEPARTMENT	2530
947	STATE AID ROAD CONSTRUCTION	11
	NORTH EAST COMMUNITY COLLEGE	38

SAAS AGENCY	AGENCY NAME	VEHICLES
	MDHS FEDERAL	7
	COAHOMA COMMUNITY COLLEGE	11
	HOLMES COMMUNITY COLLEGE	51
	CAMP SHELBY	18
	Total Vehicles as of 06/30/2009	**9435**